

F **BG01 General Unemployment Insurance Developmental Effort (GUIDE) - Overview**

The Unemployment Insurance (UI) Administration allows FAA to make inquiries into the GENERAL UNEMPLOYMENT INSURANCE DEVELOPMENTAL EFFORT (GUIDE) system to review claims and benefit payment information.

GUIDE is used by the following FAA staff ONLY:

- Overpayment Writers
- Fair Hearing Specialists

WARNING

GUIDE information is confidential and must be used ONLY to determine a participant's eligibility.

To access and inquire in GUIDE, follow the instructions outlined in the Access Guide Desk Aid, available in the Outlook [Public Folders](#) in the FAA Policy Folder.

By agreement with UI, FAA staff are ONLY to view the following transaction options:

- [W5 Pseudo Monetary Determination](#)
- [W6 Wage Inquiry](#)
- [01 Summary Information](#)
- [04 Employer Information](#)
- [07 Benefit Payment History](#)
- [12 Claim Profile Information](#)
- [13 Benefit Payment Information](#)
- [25 Claimant Characteristics](#)
- [57 Employer Search](#)
- [58 Employer Base Information Inquiry](#)

Using the SSN the participant is working under, inquire on the participant as follows:

- To display a different screen for the same SSN, key the transaction option number in the TRANSACTION OPTION field, and press ENTER.
- To display the same screen for a different SSN, key the other SSN in the SSN field, and press ENTER.